

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Training for Traveling Agency Employees

FROM:

EXTENSION

NO.

D/OTE  
1026 C of C

28 JUN 1965

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDA  
7D24 Hqs.

2 JUN 1965

*[Signature]*

3. Chairman, E Service  
7E12 Hqs. BX-2

2. SADO/DCI

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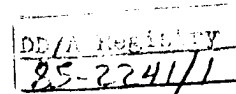
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OTE 85-2003

28 JUN 1985

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, E Career Service

VIA: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: Training for Traveling Agency Employees

REFERENCE: DDA Memorandum dated 24 June 1985, Subject: Travel  
Guidelines for Agency Employees

1. The reference memorandum encourages all Agency employees who are anticipating international travel to take full advantage of the courses which are specifically designed to prepare the employee for terrorist and/or criminal encounters. OTE is prepared to support Agency components in the effective preparation of its employees for the hostile threat through the highly specialized self-defense skills training, the unscheduled and tailored runnings of briefing courses and the enhanced availability of instructional material in the Learning Center.

2. On request, OTE will conduct the following courses and programs which are specifically designed to prepare employees to deal with the terrorist and criminal threats, to include the related potential travel hazards:

a. Personal Security Course (PSC):

The recently developed Personal Security Course, which stemmed from an Inter-Directorate Task Force's findings, prepares Agency personnel who are scheduled to travel abroad with the widest possible range of personnel safety awareness, and defensive tactics training. The purpose of this course is to develop a strong sense of personal security awareness, to

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[REDACTED]

We are prepared to conduct five runnings of the PSC through the end of Fiscal Year 1985:

22-26 July  
19-23 August  
26-30 August  
16-20 September  
23-27 September

b. Orientation to Foreign Travel Course:

The Orientation to Foreign Travel Course (OFTC) recently designed to meet the needs of the DS&T is presently unscheduled, but will be conducted and modified to meet the needs of other Directorates as requested. This five-day course is designed to

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c. Foreign Travel Awareness Program:

OTE is prepared, if there is suffienct interest, to organize and orchestrate a Foreign Travel Awareness Program which will be designed to address a large audience for the purpose of

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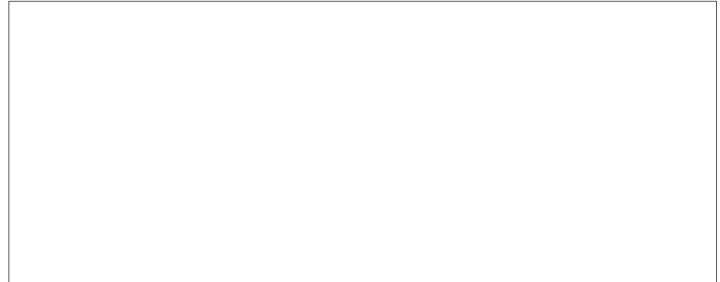
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[REDACTED]

We have also prioritized the development of a Computer Base Training program on Surveillance Awareness and Detection. However, this will not be available until 1986.

4. We stand ready to assist you in any way we can in educating CIA employees in ways to avoid personnel risk while overseas. The Personal Security Course is a major step forward, and I urge your people to make use of it. We would also welcome any ideas you may have to make our programs more effective and responsive to the Agency's needs in this area.

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DD/A Registry  
85-2241

24 June 1985

DD/A REGISTRY

FILE: 30-13

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, E Career Service

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Travel Guidelines for Agency Employees

1. Attached are guidelines developed for Agency travelers as a reminder of overall security awareness and general information dealing with terrorism and potential travel hazards.

2. Also, I strongly encourage you to insist that travelers avail themselves of the OTE, OMS, and OS Courses which offer presentations and video tapes directly dealing with this subject matter.

3. Please circulate these guidelines as soon as possible among members of your Directorates. You will note that the guidelines are divided into three sections; "Preparation in Advance," "Shortly Before Departure," and "While Traveling."

Harry E. Fitzwater

Attachments:  
As stated

S E C R E T

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